

**WISCONSIN STATE TRAINING COUNCIL  
AUGUST MEETING MINUTES  
Regular Quarterly Meeting  
August 24, 2017, 8:30 a.m. – 11:30 a.m.  
Hosted at: Department of Revenue**

**Minute Taker:** Cath Kittle

**Attendees:** Tamela Stafford, Angel Hodsdon, Lisa Eichman, Alenka Dries, Robert Toomey, Brian Moser, Brenda Soldner, Sharon Rickords, Celia Braker, Susan Gafner, Deana Schulz, Maly Vang, Dave Hippler, Amanda Stibs, Kay Lawrence

- 1. Introduction & Minutes:** Shelly Weber, Council President, called the meeting to order at 8:32, welcoming all members, new and old. We ask people to present at training council, for sharing purposes, and so we can get to know each other and build our skills. We will give feedback, be cheerleaders, celebrate...Shelley encouraged members to use it as an opportunity to experiment. She reported that Jackie Irving moved (from DOA) to DOT to work on lean. The May minutes were prepared, just not distributed for review prior to the meeting; Shelley will email them so that they can be approved by email or at the next meeting. Lastly, elections will occur at the next meeting, one or two openings—Vice Chair and Secretary. Celia will become Chairperson.
- 2. Ice Breaker & Introductions:** Lisa Eichman chose a small-group Collaborative Drawing exercise from [www.icebreakers.ws](http://www.icebreakers.ws) and which was used for introductions.
- 3. Innovative Marketing Training:** Dawn Bluma, DWD Records Manager and Carey Clifton-Meyers, Records Specialist. Dawn conducts new employee orientation (NEO) training on a dry topic—records management. Further, they find that a lot of new staff have worked at the state for many years, but don't know anything about records. Dawn gave an overview presentation of DWD's revamped NEO training, which will utilize animal puzzle pieces to help people stay engaged in the presentation. Each puzzle piece contained one animal that tied to a theme on each slide (i.e., a record is like a snake. Raccoon=who me, I need to keep a record? Giraffe=how long do I retain the record?), which learners randomly put together during her presentation.

DWD's policy on emails is that if you initiated an email and cc'd everyone, then you are the record keeper. Or if you performed an action or were told to perform an action or you made a decision based on an email you received, then you should also keep that email. Deleting sent items is a no-no. DWD's Records Management team reviews all emails of executives three years after they are gone to determine what to send to the Historical Society. The Toucan represents email because it is an electronic jungle, containing secrets and surprises which people need to learn to manage. A gorilla represents the how/where people file because they are territorial, which a lot of people are territorial and store too many files on their personal drive versus their shared drives. They must be stored on shared drives because of collaborative efforts and work needing to continue when someone is out.

She also discussed their yearly cleanout, known as Records and Information Management Month, which occurs every year in April and is kicked off with a new proclamation signed by the Governor. The Records Management team develops a theme each year, with this year's being an investigatory/Sherlock Holmes type theme. They have competitions with prizes, some of which they find on Staples and others that they personally fund (a couple hundred dollars personally spent each year). She also mentioned that cleanout month was not enough this past year and in October they also conducted a Ghost Buster themed event.

She mentioned that Records Management should be a common topic of discussion amongst agencies, but it doesn't seem to get the attention it deserves.

- 4. Enterprise Training Update:** Mandy Stib and Dave Hippler discussed enterprise training. DOA worked with Robert Toomey to update EMDA and Mandy is finishing the project. She's also working on HR trainings, as DPM is developing a Human Resource training series for the enterprise that will include computer-based training and instructor led sessions. Supervisor development training – some work has been done by Mandy and Jackie, but it is tabled at the moment. Dave Hippler informed the group that the main goal is to get HR staff trained and to create an HCM user guide. They've been working to pull content from all job aids into one resource using Adobe RoboHelp, software that's very responsive to every device. The finished product will be an interactive guide with links, which they plan to release in a few weeks. They are also developing enterprise-wide NEO courses for DOA and getting them online. One of the courses will be a pilot and will be sent to DOA staff before they start to tell them what to expect on their first day.
- 5. IPMA-HR Conference 2018:** Erika Ryerson informed the group that WSTC & IPMA partnered several years ago. From June 25-27, 2018, the Central Region Conference of IPMA is hosting a conference in Madison, and she was hoping that WSTC would be interested in working on a combined conference again, stating it's a great opportunity to attend a good conference without traveling. Saturday, June 23, is a certification event as well. Angel wondered if there could be a training breakout session, Erika suggested a training track since HR staff are commonly being asked to do and contribute to training. IPMA is also holding a contest to come up with a theme for the event and an IPMA membership is the prize. It should be about Madison or Wisconsin and aimed at building excitement about the uniqueness of coming here, etc. Erika mentioned that they're also looking for volunteers to help with the conference, and Stacy Rolston will be emailing about such.
- 6. Break from 10-10:15 a.m.**
- 7. Professional Development: *True North: Assessing Your Values and Aligning Your Life***  
Laura Gmeinder gave an energetic learning session on how assessing and discovering your core values can help you align your life, helping you to achieve balance and find satisfaction in your life.
- 8. Adjournment:** There being no further business, the meeting was duly adjourned at 11:35 a.m. The next meeting will be hosted by DOR in November; Shelly asked for ideas from the group on personal development topics.